

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NEW YORK**



NOTICE OF VACANCY

The Clerk's Office of the United States District Court for the Eastern District of New York is accepting applications for two Chief Deputy Clerk (Type II) positions, the Chief Deputy for Court Operations and the Chief Deputy for Automated Services. There are two Courthouses within the Eastern District of New York, the Brooklyn Courthouse and the Long Island Courthouse at Central Islip, New York. Assignment of both positions is at the Brooklyn Courthouse, but each incumbent will travel, as needed, to Central Islip. The Clerk's Office provides administrative and operational support to 21 district judges and 15 magistrate judges; and provides public service to attorneys, litigants and the public.

Position Titles:

- **CHIEF DEPUTY CLERK FOR COURT OPERATIONS - Type II
Permanent Full-Time Position, Excepted Service**
- **CHIEF DEPUTY CLERK FOR AUTOMATED SERVICES - Type II
Permanent Full-Time Position, Excepted Service**

Location: **Brooklyn Courthouse
225 Cadman Plaza East, Brooklyn, New York**

Classification
Level: **Judiciary Salary Plan, 14/1 - 16/10***
*** Starting salary commensurate with experience and qualifications.**

Salary Range: **\$92,186 - \$149,200**

Opening Date: **May 2, 2005**

Closing Date: **June 1, 2005**

Starting Date: **June 30, 2005**
(Projected):

POSITION OVERVIEW:

Each of the Chief Deputy positions is a senior-level management position reporting directly to the Clerk of Court. In the absence of the Clerk of Court, a Chief Deputy assumes the functions and responsibilities of the Clerk of Court in their respective area of responsibility. The Chief Deputy for Court Operations is responsible for all courtroom personnel, all electronic filing and document case processing, statistical reporting, records maintenance, security, including all sealed records, electronic sound recording, court reporters, and court interpreters. The Chief Deputy for Automated Services is responsible for all technical support of automated systems including electronic filing, jury wheel creation and maintenance, financial operations, property procurement, and the Court's website and e-mail. Both Chief Deputies provide secondary supervision in the absence of the Clerk of Court for all court operations including the budget, human resources, and the Long Island divisional office. Interpersonal skills are essential as there are many overlapping areas of responsibility requiring close coordination between the two Chief Deputies in support of the responsibilities of the Clerks's Office for the District Court. Each Chief Deputy will work closely with the Clerk of Court, each other, and the Court's management team and all staff to develop and implement office policies, procedures and programs to enhance the productivity of the total organization. Each Chief Deputy also supports and assists the Clerk of Court and management team in analyzing and revising organizational structure, establishing long range schedules, priorities and deadlines for completion of work assignments and special projects, preparing and managing the Court's annual budget and financial activities, and developing and implementing computer operations for the Court.

MINIMUM QUALIFICATIONS:

Candidates must have a minimum of eight (8) years of progressively responsible experience in an administrative, professional or technical position that provided the opportunity to gain (a) a general knowledge of management practices and administrative processes, (b) skill in dealing with other persons in individual and team work relationships, and c) the ability to exercise mature judgment. At least three (3) of those eight years must have been in a position with substantial management or supervisory responsibility, preferably in a court environment.

The successful candidates also will have:

- Excellent written and verbal communication skills.
- Team based management skills.
- Exceptional organizational and project management skills.
- Demonstrated leadership skills, and, at a minimum,
a Bachelor's degree from an accredited educational institution.

DESIRABLE QUALIFICATIONS

A Master's degree, in public, business or court administration (or a related field) from an accredited educational institution is desirable.

Federal court experience, including familiarity with federal civil and criminal rules of procedures.

Strong interest and demonstrated experience in implementation and management of new technology and automated functions.

In-depth working knowledge of the processes of the court system.

Working knowledge of automation systems such as FAS4T, CM/ECF, and JMS.

NOTE: Educational substitutions may be made for some experience requirements.

BENEFITS:

A generous package is available and includes the following:

- ◆ Ten (10) paid federal holidays
- ◆ Paid annual and sick leave
- ◆ Retirement benefits under the Federal Employees' Retirement System (FERS)
- ◆ Health benefits under the Federal Employees' Benefits Program (FEHB)
- ◆ Life Insurance benefits under the Federal Employees' Group Life Insurance Program (FGLI)
- ◆ Flexible Benefits Program
- ◆ Federal Employees' Group Long Term Disability Program (FGLTD)
- ◆ Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)

APPLICATION PROCESS:

Qualified applicants should send a **letter of interest**, **current resume**, and a **completed AO-78, Application for Federal Employment form*** to:

**Clerk's Office
Eastern District of New York
United States District Court
225 Cadman Plaza East
Brooklyn, NY 11201
Attn: Human Resources Manager**

Please submit only original documents. No faxes will be accepted.

Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense. Relocation expenses for a successful applicant will be reimbursed according to applicable regulations. The Federal Financial Management Reform Act requires direct deposit of federal wages. Due to the expected high volume of applicants for this position, the Clerk's Office for the Eastern District of New York will make contact only with those qualified applicants who will be invited for an interview.

Please note that the selected candidate must undergo an initial OPM full field background investigation and an FBI fingerprint check.

* Application forms (AO-78) are available on our website at www.nyed.uscourts.gov or at any of our office locations. Please print or type all information. If your application does not provide all information requested, or if your applicant packet is not complete, you may not be considered for the positions. Please indicate for which Chief Deputy position - Court Operations or Automated Services - you are applying

**THE UNITED STATES COURTS FOR THE EASTERN DISTRICT OF NEW YORK
IS AN EQUAL OPPORTUNITY EMPLOYER**